

**VACANCY NOTICE**

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: Administrator for Medical Services	CLASSIFICATION CODE: 02595600
	SALARY RANGE: 141A /83476-96927	REFERENCE POSITION NO.: 2020-10200-76
	Department or Agency Name Executive	APPLICATION PERIOD: 12/10/12 to 1/10/13
	Division/Section/Unit OHHS	GRACE PERIOD ENDS
	Assignment(s) / Comments	
	Shift and Days: Monday-Friday 8:30 to 4:00 NS	Job Location: Cranston, RI
	Restrictions/Limitations: Limited Federal Funds (12/31/15)	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: Non-Union	
	There is* _____ is not <u>X</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>	
	Please refer to attachment.	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Graduation from a college of recognized standing and possession of a Master's Degree from an accredited institution of higher education in the field of Medical Care Administration, Public Administration, Social Work, Public Health Administration or Business Administration, and	
	<b>Experience:</b> Employment as a Chief Medical Care Specialist; or employment in a responsible supervisory position in the field of public health, medical care administration or social work.	
	<b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ellen Moan	
	OHHS Human Resources Service Center	
	Benjamin Rush Bldg., 2nd floor	
	55 Howard Ave.	
	Cranston, RI 02920	
	<b>Faxed or e-mailed applications will not be accepted</b>	
	TTY/TDD # 711	
	(Telecommunication Device for the Deaf)	
		

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

## **Job Description: Administrator for Medical Services**

The Rhode Island Medicaid agency EOHHS seeks an individual with experience in the following areas: state social service programs, information technology, and management. Reporting to the EOHHS Medicaid Director, the individual will:

- Manage the vendor operating the MMIS (Medicaid Management Information System) claims system;
- Manage the vendor operating the Human Services Data Warehouse; and
- Oversee the implementation and eventual operation of a new outsourced Unified Health Infrastructure Project (UHIP) with a specific focus on the integrated eligibility functionality of the system.

The individual will also be responsible for the implementation of the EOHHS Strategic Technology Plan including program and technical elements. The position will have direct report positions to help carry out the broad range of tasks required.

The UHIP project alone will require a significant portion of time to Dec. 2015. UHIP is a major State initiative, entailing collaboration with other state agencies and with federal government agencies - primarily CMS (Centers for Medicare & Medicaid Services). The UHIP will create a new HIX/IES (Health Insurance Exchange/Integrated Eligibility System.) UHIP has three high level implementation aims: 1) Construct a modern web-based portal with virtually all new infrastructure that will replace some existing state systems, 2) Allow users to apply for eligibility for a variety of EOHHS social service programs and 3) Allow users to choose a health insurance plan as required by the federal ACA (Affordable Care Act) health care reform initiative. The first two aims involve substantive EOHHS involvement by the individual. EOHHS' portion of UHIP migrates functionality and data from a legacy eligibility system to the IES, requiring an extended period of parallel operation of the legacy system and the IES. The candidate should demonstrate an ability to move the Medicaid business and technical infrastructure from the present system to more modern business processes and technologies. The candidate should be able to prove their ability to manage the operations and maintenance of UHIP when Phase 1 of its rollout occurs on Oct. 1, 2013.

The same operational management skills are also required for the MMIS claims system and the Data Warehouse. The individual will interface extensively with the outsourced vendor to assure ongoing improvement projects come in with the needed functionality, on-budget, and on-time. The position will require close attention to federal mandates and attendance at certain conferences to keep current with emerging industry trends.

### **Required Skills**

The position requires an individual with a technology background and experience in overseeing business and technical personnel. The ideal candidate will have experience implementing and overseeing enterprise-wide technology projects. The successful candidate must be comfortable with budgeting, be fluent in the Microsoft Office suite of tools, and have the financial acumen to manage funding streams to optimize State funds. Experience reading and modifying contracts is also desired to successfully represent the State with vendors.

The work involves close working relationships with State program managers, requiring knowledge in state government, social services, and health care. The successful candidate will have the following characteristics: strong organization skills, people skills, the capacity to take direction from the Medicaid Director and guidance documents such as the Strategic Technology Plan, the ability to selectively

delegate responsibility, the ability to multi-task, the ability to guide state personnel to utilize modern information technology infrastructure, and demonstrate strong writing skills. Lastly, the ideal candidate needs the ability to effectively communicate with all stakeholders mentioned above.